

1. INTRODUCTION

HRDSweb is a web-based business application providing integrated, automated access to Department-wide human resources data obtained from the USDA National Finance Center personnel/payroll system. HRDSweb provides users with access to 134 reports that contain employee personnel, performance, award, salary, leave, training, retirement, attrition, financial and benefit cost and organizational data. Data can be accessed using any desk top personal computer that meets the minimum configuration described below. An on-line index, multi-file download, menu system and data dictionary can be used to locate specific human resources information. HRDSweb information can be accessed on-line in the web browser and in hardcopy, using the Adobe Acrobat Reader. The Adobe Acrobat Reader also permits users to format HRDSweb information into electronic files that can be utilized in other computer media.

The HRDSweb Web server and Oracle data base reside on an IBM Enterprise mainframe computer at the U.S. Department of Commerce Computer Center. The HRDSweb data base is electronically updated bi-weekly via downloads from the USDA National Finance Center Personnel and Payroll System.

PC Configuration

The configuration below is recommended to successfully access HRDSweb from any personal computer.

- ! IBM/Compatible Pentium/233 MHz (or higher) personal computer
- ! 32 MB of RAM (64 MB recommended)
- ! VGA Monitor (17 inch recommended)
- ! Windows 95 or greater or Windows NT
- ! Mouse or pointing device
- ! High end -- 128 bit encrypted Web Browser (examples, Internet Explorer version 5.0 or Netscape Communicator version 4.7)
- ◆ Adobe Acrobat Reader (for printing/available free from Internet)

The Players Involved

Senior Management: At the Bureau level, senior management identifies new users according to the human resources data requirements that are needed to perform regular and recurring functions or tasks. HRDSweb is deployed at all Bureaus.

HRO & System Administrators: A System Administrator is located in each servicing Human Resources Office (HRO). The System Administrator trains new users, establishes new user IDs and access levels, provides copies of manuals, insures that personal computers can access HRDSweb, and serves as a contact point for problems. In some cases, the System Administrator works with the Office of Human Resources on HRDSweb issues. For a list of HRDSweb System Administrators see the HRDSweb site at <http://ohrm.doc.gov/information/hrdscontacts.htm>.

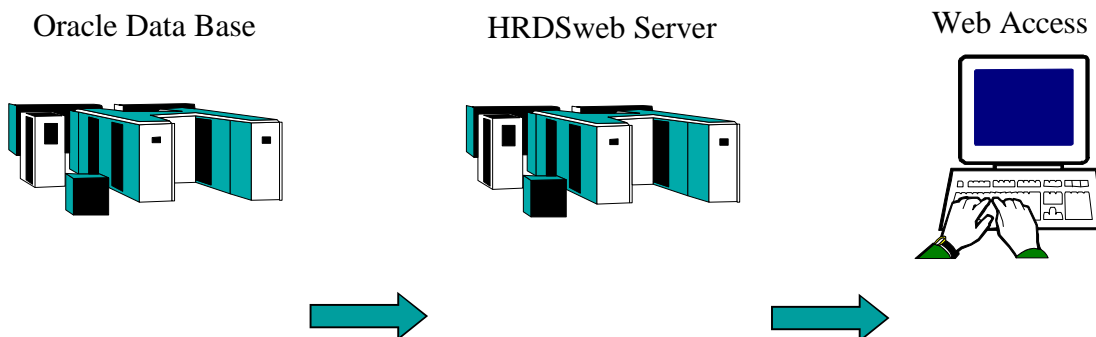
Users: Users access HRDSweb data. Users are responsible for the security of their passwords and IDs (i.e., each ID is to be used exclusively by the assigned user) and insuring that the data is used in accordance with the Privacy Act. Users report system problems directly to their assigned System Administrators.

Department: The Office of Human Resources Management continues to develop and update the system as well as manage programmatic aspects for Department of Commerce users. Each Bureau's computer technical support organization provides computer support necessary for their users. The Office of Computer Services (OCS) manages the HRDSweb data base at the Springfield Computer Center. OCS also provides expertise regarding HRDSweb connectivity issues (including "IP" address issues).

Outside the Department: HRDSweb is marketed for adoption by other Federal agencies.

The HRDSweb User Manual

This HRDSweb user manual provides detailed instructions for users on all major HRDSweb components. System access is tailored to meet each user's specific job assignment needs and some chapters of this manual may not be applicable to all users. Also, because the user interface is a web browser and is under individual user control, the appearance of the screen may vary from user to user. For more information on each of the HRDSweb components discussed in this manual, users should consult with their System Administrator.



The User Manual provides "screen shots" to show each Web screen various stages in the process of utilizing the HRDSweb system. The screen shot varies depending on each user's access. Arrows or circles are also used to further emphasize key portions of each highlighted screen.